

STATE OF MISSOURI



Information Technology Advisory Board

October 25, 2006 Meeting Minutes

Attendees:

Gary Lyndaker, ITAB Chair, CIO ITSD/DMH
Dan Ross, CIO ITSD

Adams, Steve; ITSD-DSS	Dwyer, Tim; ITSD-DIFP	Medley, Carl II; SOS	Roggero, Jim; OSCA
Burnette, Harold; ITSD-DPS	Gronauer, Cliff; MSHP	Mertens, Chris; ITSD-OA	Tedeschi, Debbie; ITSD-DOR
Byers, Chip; MOREnet	Jobe, Elena; ITSD-DNR	Miller, Mike; MoDOT	Young, Doug; ITSD-MDC
Carrender, Marilyn; ITSD-SEMA	Lanclos, Ryan; ITSD-MDA	Moeller, Dan; STO	
Clark, Christy; ITSD-DED	Lloyd, Don; ITSD-DOC	Reed, Phil; ITSD-DHSS	
Davis, Rob; ITSD-DOLIR	Lodge, RJ; ITSD-DHE	Renick, Cindy; SAO	

Gary Lyndaker called the meeting to order at 8:32 a.m.

PRESENTATIONS/DISCUSSION ITEMS

None.

ACTION ITEMS

1. ITAB September 27, 2006 meeting minutes were presented for approval. Steve Adams made a motion to accept, the motion was seconded, and the minutes were approved as submitted.
2. Last Meeting Action Items:
 - Dan announced that he will contact Chester White, OA Director of Personnel, to see if he can speak with the ITAB or IT Director's group in November.
 - Pete reported that he has received responses as requested regarding wireless contacts.
 - Dan reported efforts continue with issues regarding the satellite kits.

GENERAL BUSINESS

1. CIO Discussion (Dan Ross)

a. CIO Hires/Openings – Dan announced CIO changes:

- Jeff Falter is now working for Revenue leaving a CIO position open in SEMA. Marilyn Carrender is interim CIO for SEMA.
- Gina Hodge is now working for Revenue, leaving a CIO position open in DHE. RJ Lodge is interim CIO for DHE.
- Ryan Lanclos is leaving the State to enter the private sector. He will be departing in the middle of November 2006. Carolyn Kempker will be filling in for Ryan in the interim capacity. Ryan's absence creates two vacancies, as he also serves as the Geographic Information Officer for the State.

b. Fiscal Note Training – Dan urged everyone to ensure someone from their agency, if not themselves, was signed up for Fiscal Note training. There are two sessions, one at the end of this month and another during the first week of November. Training is essential. Arlan Holmes informed Dan that they will be speaking at the fiscal note training about the process for capturing IT expenditures in responses and working with agency customers in a joint response. We will also work to ensure that if legislation passes, that the IT dollars are clearly identified in order to make certain are no disagreements on appropriation.

c. Employee Recruitment and Retention – Employment recruitment and retention is taking off well with much interest expressed. Interest has been expressed at the Capital as well. An educational opportunity is coming up with the legislative oversight folks. Paul, Jan, and Dan will arrange a presentation for them. In addition, there will be an Employee Locator demonstration to the Commissioner in the near future.

Dan expressed his concern that the merit system can sometimes be a barrier in recruiting/retaining the employees that are needed in IT. Chester White is in review with the General Counsel regarding merit system changes that are needed to make issues such as getting through registers to move much more swiftly, and addressing issues such as compensation & classification issues. The hope is that the merit system can be made a more user-friendly tool without the need to change the law in order to do so.

2. ITAB Chair Items (Gary Lyndaker, ITSD-DMH, CIO)

a. Chair & Vice Chair ITAB position for Year of 2007 - Gary announced that Paul Wright has agreed to be the nominee for the ITAB Chair next year. Gary convened a nominating committee electronically and by quick conference. Two nominees, Carl Medley and Elena Jobe, were chosen. A vote will be taken at that time to confirm the new chair.

b. December ITAB Meeting – Tradition has been not to have a December ITAB meeting. Gary advised that a consensus will be requested from the group next month as to whether the December 2006 ITAB meeting should officially be cancelled. He suggested to group that if there was anything they planned to discuss in December that they bring it to the table at the November meeting.

ITAB COMMITTEE UPDATES

- 1. Architecture Review Committee (Ron Thomas)** – Ron informed the group that they had no artifacts for review over the past month; therefore, there was no report for the ITAB.
- 2. Digital Media Developers Committee (Bobbie Koelling)** – Bobbie reported the following:
 - The XML schema is in the testing phase. Conservation and Revenue have already begun plugging in services to the schema to share.
 - It was not possible to get Contribute/Dream Weaver enterprise licensing due to not meeting the minimum number of licenses required for a price break.
 - DMD reviewed the video accessibility standards and shared recommendations.
 - Updating subscribe/unsubscribe CGI script to use Mailman is now on the DMD web page:
http://dmd.mo.gov/documents/subscribe_script_mailman.doc
 - A presentation is scheduled in February given by Nancy Gordon w/ OSCA ELearning Development and Training/Tracking System.
- 3. MOTEK Update (Jeff Falter/Laura Mertens)** – No report
- 4. Personnel Committee (Chris Wilkerson)** – No report
- 5. Project Management Standing Committee (Steve Adams)** – Steve reported:
 - Steve urged everyone to inform their folks that they need to promptly enter their PMDU's into the online application to ensure that education credit and project management are current.
 - The Project Management Executive Overview will be presented to Dan on November 6, 2006. Steve encouraged everyone to review it.
- 6. User Group Coordination (Jeff Falter/Debbie Tedeschi)** – No report
- 7. Internet/MOREnet Update (Chip Byers)** – Beyond the written reports submitted, Chip reported that UMC's Security Symposium is scheduled for November 28 & 29 in Columbia. An email will be sent to announce this.
- 8. Statewide Purchasing** – (Gary Eggen/Karen Boeger) – Karen reported the following:
 - Next Generation Network is still in progress with no updates available at this time.
 - Reminder that once PAQ's are signed, a copy should be sent to the Division of Purchasing.
 - Reminder that with competitive PAQ's, make sure you request a PAQ for all 3 (primary, secondary & third).
 - Reminder that when dealing with payment milestones one should base the PAQ on acceptance of deliverables rather than monthly payments.
 - Call Gary or Karen with questions regarding PAQ's.
- 9. Technology Services (Chris Wilkerson)** – Chris highlighted some of the projects/issues the four deputy directors are concentrating efforts on:
 - **Pete Wieberg**
 - Working on the very high priority Next Generation Network Bid
 - Relocation projects with Facility Management
 - Satellite connectivity projects
 - DOLIR call center
 - **Marilyn Gerrard-Hartman**
 - Working very closely with multiple vendors
 - Working with various departments and doing help desk analysis so the team can come back with recommendations on how to best utilize help desks
 - **Howard Carter**
 - Negotiating with software vendors (specifically dealing with licenses)
 - Relocation of SDC printing services
 - **Alicia Weaver**
 - SAM II decision items in three areas – bi-weekly payroll, employee self service, and vendor self service
 - Application Development Methodology
 - The team for developing performance appraisals kicks off today (10/25/06), and Alicia is involved in this. (Chris noted that this performance appraisal development will affect all supervisors across all departments who are responsible for employee performance appraisals. He noted the forms will be changing and that supervisors need to ensure that appraisals due are completed on time. Reports will be generated to ensure these are kept current. He strongly urged CIO's to make their staff supervisors aware of this issue.)
- 10. MO GIS Advisory Council/GIO Update (Ryan Lanclos/Jeff Falter)** – Ryan reported the following:
 - Grant Opportunities
 - ArcServ Grant – This grant would provide server with software for ArcServ environment available across the State agencies for Missouri local government. If the grant is approved it would be free of charge.
 - USGS Cap Grant – This grant will be due in January of next calendar year 2007. It is expected approximately the same number of states as last year (11 states) will be awarded this grant.
 - Annual District Conference – There has been a lot of talk about GIS certification at this conference. A document provided by the GIS Certification Institute is posted for review on the Advisory Committee web site.
 - Missouri GIS Conference - This is coming up in January. Ryan noted it is a great opportunity for low cost training. Registration will open next month.

OPEN DISCUSSION

1. **CIMOR System** – Gary Lyndaker announced CIMOR is up and running. Bugs, screen performance, and data conversion issues are examples of issues being addressed as they go through this phase of the project.
2. **Enterprise Disaster Recovery Team** – Steve Adams told the group that this team was put together to look into the servers that support the critical functions for all of the different departments. They have been working with Alicia Weaver's team in developing an application that records all of the critical functions that were entered by the departments on the continuation of operations lists which were done earlier in the year. There will be a training session sometime in November. Notes will be sent to IT directors to request that they and one or two other person/s participate in training so the application screens can be completed and servers which are tied to the critical functions identified of each department.
3. **Forms Development Software** – Cliff Gronauer told the group that MSHP is looking for a single software product for forms development. The product needs to have exceptional capability to create detailed forms quickly and easily. Elena Jobe stated they are looking at IBM Replace Forms for a major project they are in the process of starting.
4. **Executive Order from Governor on Telecommunications** – Mike Miller asked if there was a recent Executive Order issued from the Governor regarding telecommunications. Dan stated he would look into this and have Mary send out an email if there was one following the 10/4/06 order. For reference, 2006 Executive Orders can be found at: <http://www.gov.mo.gov/eo/2006/eo2006.htm>
5. **Decision Items** – Gary Lyndaker generated conversation regarding decision items and the need to be aware of who is responsible for the purchase of any IT items. In addition, the maintenance of costs associated with purchases, products, etc. should be clear between IT and agencies for whom they supply technical support.

Chris Wilkerson asked Gary to comment on the fixed asset of security systems such as that on the Capital Improvements security camera project. Gary replied stating that he is asking that servers such as those involved with this project NOT be tagged as IT items, but rather DMH facility property. To contract for these types of systems and services, IT would provide advice and consent to connect the network; however, maintenance would be the responsibility of the agency. Dan Ross added that issues such as these are among the myriads of administrative issues facing this consolidation. Dan and Chris both added that with the many frequent changes, evolutions, and definitions happening on constant basis, it is very difficult to set/write rules. Mike Miller stated that the line of definition between business and IT is blurring, and that this is a very important fact that needs to be exposed. He informed the group that Gartner has made note of trend which they call "The Consumerization of IT" and encouraged everyone to study that trend.

6. **Data Circuit Consolidation** – Elena Jobe announced that the Data Circuit Consolidation group met on 10/24/06. She noted that with facilities management handling moves at this time, data inventory is going to have to be "as is". She announced pilot sites are Wainwright in St. Louis and Parks Square in Springfield. One-stop shops are in Columbia and Joplin. In addition, two rural areas will be chosen after more responses are received.
7. **Chris Wilkerson spoke on the following topics** –
 - **Firewall** – Chris stated that the firewall services about 30,000 customers, and is maintained by Pete's group. He informed the group that there are major issues with the firewall environment and noted that eight of, what he considers to be the best people in State government IT have been concentrating efforts to come up with recommendations. Some equipment was purchased to make improvements to the situation. In addition, the issue was presented to a consultant group, and the group came up with the same recommendation as the State IT team of eight. It was decided that a CIT Specialist III staff member will be added to this area. This announcement will be distributed via email soon.
 - **Enterprise Content Management** – At a meeting a couple months ago, Mr. Keathley was adamant that a decision needs to be reached on Imaging Content Management across State government. The timeline for this is by FY'09. Wednesday, November 1st, at 8:30 a.m., in Truman Building Room 400, the FMAC group (a group similar to ITAB but made up of financial advisors) meets. A 90-minute presentation will be given to the FMAC group. In addition, agency deputy directors in charge of administration/operation were invited to the meeting. Chris encouraged everyone to identify business folks from their agencies and have them participate as well.
8. **Enterprise Premier Support Agreement** – Bill addressed the IT directors who are not part of the consolidation and informed them that Marilyn Gerrard-Hartman is looking at an enterprise premier support agreement with Microsoft. He advised them to touch base with Marilyn following the meeting (or sometime in the near future) to get updates.

NEXT MEETING

Steve Adams moved to adjourn, Doug Young seconded the motion, and the meeting was adjourned.

The next ITAB meeting is scheduled for **Wednesday, November 29, 2006 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**